

BIGGER AND MORE CHALLENGING WORK



Assistant Accountant

Title: Assistant Accountant	Reporting To: Finance Manager
Business Unit: Finance	Classification Level: Health and Allied Services, Managers and Administrative Workers Level 3

Position Purpose:

As part of the Finance team, the Assistant Accountants are responsible for supporting the Finance Manager and the broader Finance team in the delivery of the functions of the business unit. The aim of this position is to ensure that DHSV continues to have in place strong business processes in relation to the delivery of our accounting responsibilities. While it is expected that the positions will give support and assist management in the decision-making process, the position will not be responsible for making decisions relating to operational and financial issues.

There are three profiles of Assistant Accountant with the incumbents to rotate through these on a regular basis in order to broaden individual skills and to strengthen the organisation's abilities within the Finance team. The profiles are:

- Assistant Management Accountant
- Assistant Financial Accountant – General Ledger
- Assistant Financial Accountant – Reporting



BIGGER AND MORE CHALLENGING WORK



Role Accountabilities:

Role Specific

- Preparation and processing of month end reporting up to the trial balance stage
- Processing of accruals, prepayments, and subsequent journals
- Maintenance of the Fixed Assets Register
- Reconciliations including general Ledger and balance Sheet
- Preparation of FBT, GST and BAS returns for the Manager to review before submission
- Assisting with the preparation of budgeting and forecasting reports
- Provide timely and accurate financial data and information including the preparation of financial plans, reports, and advice for the Finance Manager including month-end analysis
- Liaise and assist with documenting financial processes and the re-engineering of financial management practices and systems
- Support business development and sustainability by assisting with business planning
- Provide support in preparation of capital reports and management of payroll processes
- Provide back-up for Payroll, Accounts Receivable, and Accounts Payable Officers when required.





BIGGER AND MORE CHALLENGING WORK



In addition, specific responsibilities for each of the positions includes:

Assistant Management Accountant

- Budget build / documentation
- Forecast build / documentation
- Business partner – Corporate
- Payroll analytics
- Variance analysis

Assistant Financial Accountant – General Ledger

- Maintenance of general ledger ensuring ledger integrity
- Payroll oversight (transactional)

Assistant Financial Accountant – Reporting

- Statutory Reporting lead
- AP AR oversight (transactional)

Generic:

- Model behaviors that demonstrate the Victorian Public Sector and DHSV values in all aspects of work
- Undertake continuous professional learning and development to ensure current competence including any prescribed training in safety and quality.
- Demonstrate and promote a proactive commitment to health & safety, wellbeing, and the environment by actively participating in the ongoing identification of risks.
- Maintain patient privacy and confidentiality in accordance with organisational procedures and policies.
- Participate in myDevelopment ensuring goals are signed off and reviewed
- Maintain a commitment to child safety, equity and inclusion, and cultural safety
- Adhere to the DHSV Child Safety and Wellbeing Framework and Code of Conduct and all other child safe policies and procedures.

BIGGER AND MORE CHALLENGING WORK



Role Requirements:

Knowledge:

Mandatory

- Tertiary qualifications (completed or underway) in finance, commerce, accounting, or a related field
- Knowledge of accounting principles and processes
- Knowledge and understanding of financial data
- Knowledge and use of standard software application such as MS Office suite of tools esp. advanced Excel

Desirable

- Knowledge of DHSV and public oral health
- Studying towards CPA, CA, or equivalent qualification
- Knowledge of HRMS and payroll systems, processing and reporting capabilities
- Knowledge of flexible remuneration packaging principles and concepts covering PAYG and flexible salary packaging

Experience:

Mandatory

- Experience in problem solving
- Excellent written and verbal communication skills and the ability to liaise effectively with all stakeholders levels
- Experience in managing multiple priorities/projects in fastpaced environment and getting results achieved
- Experience in working as a supportive team member with minimal supervision
- Experience and proven commitment to a customer service culture
- Experience in following procedures and processes with strong attention to detail



BIGGER AND MORE CHALLENGING WORK



Desirable

- Experience in working in a previous finance role
- Experience in end-to-end payroll processing and use of a HRMS
- Experience in relationship building, collaborating and managing the expectations of key stakeholder groups and providing an outcome that benefits the organisation
- Experience in using a payroll system e.g. SAP

